



CONTRACTORS STATE LICENSE BOARD

9821 Business Park Drive, Sacramento, California 95827
Mailing Address: P. O. Box 26000, Sacramento, CA 95826
800-321-CSLB (2752) or (916) 255-3900
www.cslb.ca.gov

STATE OF CALIFORNIA
Gray Davis, Governor

APPLICATION FOR REGISTRATION AS A HOME IMPROVEMENT SALESPERSON

FEE - \$50

PLEASE READ ALL THE INSTRUCTIONS ON THE REVERSE SIDE BEFORE COMPLETING THIS APPLICATION

Application fees are **NOT REFUNDABLE** once an application has been filed. By law, this fee is retained even if the application is rejected. Attach a money order, personal, certified or cashiers' check payable to the Registrar of Contractors. **DO NOT SEND CASH.** There will be a \$10 service charge for each dishonored check.

*Show your full legal name. The business mailing address may be the business address of the Home Improvement Contractor (employer). *If the business address includes P.O. Box, PMB Box, General Delivery or RT, you must also list the physical address.*

NAME: Last	First	Full Middle Name	DATE OF BIRTH	SOCIAL SECURITY NUMBER	DRIVERS LICENSE NUMBER
BUSINESS NAME OF HOME IMPROVEMENT CONTRACTOR			CONTRACTOR'S LICENSE NUMBER		BUSINESS PHONE NUMBER
*BUSINESS MAILING ADDRESS: Number/Street			CITY	STATE	ZIP CODE
PHYSICAL ADDRESS: Number/Street			CITY	STATE	ZIP CODE

THE QUESTIONS BELOW MUST BE ANSWERED BY THE SALESPERSON ONLY

1. Are you now or have you ever been registered as a Home Improvement Salesperson? Yes ☐ No ☐
IF YOU ANSWERED YES, SEE INSTRUCTIONS ON REVERSE.
2. Have you ever been convicted of any offense(s), other than minor traffic violations, in this state or elsewhere? Yes ☐ No ☐
IF YOU ANSWERED YES, SEE INSTRUCTIONS ON REVERSE.
3. Have you (or any company you are or were part of) ever received a citation issued by the Contractors State License Board or ever had a contractor's license or any other professional or vocational license denied, suspended, or revoked by this state or any other state or country? Yes ☐ No ☐
IF YOU ANSWERED YES, SEE INSTRUCTIONS ON REVERSE.

IMPORTANT: The following certification must be completed and signed by the salesperson and contractor.

On _____ at _____, we certify under penalty of perjury
date city county state
under the laws of the State of California that all statements, answers and representations in this application, including all supplementary statements attached hereto, are true and accurate, and that we have reviewed the entire contents of this application.

Signature of Applicant (Salesperson) _____ Print Name _____

I hereby acknowledge the above-named person will be working for me as a Home Improvement Salesperson.

Signature of Contractor (Owner, Partner or Officer) _____ Print Name _____

FOR OFFICE USE ONLY

TECH	ACCEPTED DATE	ISSUE DATE	REGISTRATION NUMBER

INSTRUCTIONS

- Show full legal name. If your legal name contains initials, so state.
- Show the business name of the Home Improvement Contractor (employer) as licensed with the Registrar of Contractors. Show the contractor's license number and telephone number. This application will be rejected if the contractor's license is not current, active and in good standing in the records of this agency.
- The business mailing address may be the business address of the Home Improvement Contractor (employer). Please note, the applicant's business address is public record and can be disclosed.
- If the business mailing address is a P.O. Box, PMB Box, General Delivery or RT, you must also list a physical address.
- **IF YOU ANSWERED YES TO QUESTION "1" ON REVERSE:** Attach a statement indicating the contractor you are/were registered with, the contractor's license number and your registration number.
- **IF YOU ANSWERED YES TO QUESTION "2" ON REVERSE:** Disclose all convictions, including the section(s) of the law(s) and thoroughly explain the acts or circumstances which resulted in the conviction(s). Be sure to include the date(s) of the conviction(s), county and state where the violation(s) took place, the name of the court, the court case number(s) and the sentence(s) imposed. Indicate any jail/prison terms served, as well as the terms and conditions of any applicable periods of parole or probation. List the date(s) on which parole or probation was, or will be completed and provide the name(s) and telephone number(s) of your probation officer(s) and or parole agent(s). You are required to provide all of this information even if the conviction was sealed or expunged under Section 1203.4 of the Penal Code or applicable code of another state.
- **IF YOU ANSWERED YES TO QUESTION "3" ON REVERSE:** Attach a detailed statement explaining the events leading to this action.
- Signatures of the applicant (Home Improvement Salesperson) and the employer (Home Improvement Contractor) are required.

NOTICE TO APPLICANT

- All items of information requested (except drivers' license numbers) are mandatory. Disclosure of your social security number (or federal identification number ("FEIN"), if you are a partnership) is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405 (c) (2) (c)) authorizes collection of your social security number. Your social security number or FEIN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number or FEIN, your application for initial or renewal license will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you. The official responsible for the maintenance of this information is the Registrar of Contractors, Contractors State License Board. The information may be transferred to other state or governmental agencies. Individuals have the right to review the files on records maintained on them by the agency, unless the records are identified as confidential information and exempted by Section 1798.3 of the Information Practices Act.
- Upon receipt of an application which meets all conditions as determined by the Registrar of Contractors, the name of the applicant, and the business name and license number of the employer will be placed on the Posting List. The Posting List is available for public inspection in the office of the Contractors State License Board in Sacramento.
- Each time a Home Improvement Salesperson changes employment from one Home Improvement Contractor to another, or is employed by an additional Home Improvement Contractor, she/he must become registered as a salesperson for the new contractor.
- All registrations shall expire two years from the last day of the month in which the registration was issued.

NOTICE TO HOME IMPROVEMENT CONTRACTOR

Participation in Violation

7155.5. Violations of any provisions of this chapter by a home improvement salesman, likewise constitutes a cause for disciplinary action against the contractor, whether or not he had knowledge of or participated in the act or omission constituting violations of this chapter.